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MEMORANDUM FOR:

SUBJECT : Review of Inactive Records Holdings

1. The attached copy of the DDS memorandum to the Executive Director-Comptroller and each Deputy Director requests their assistance in reducing the volume of records at the Agency Archives and Records Center. The individual listing, also attached, itemizes the inactive records holdings at the Center credited to your offices, and is furnished to assist you in your review.

2. Space to store your inactive records in the Records Center is critically limited. We need to be certain that all the records now in the Center must actually be retained. Therefore, it is necessary that you and the component official concerned review each of your old records deposits at this time.

3. After conducting the review of the records related to the attached listing you are expected to reply and to certify to the conditions in the following areas:

a. Records listed with Disposition Code #1 must be re-evaluated to insure they are actually "Permanent" in nature and should be stored forever.

b. Records listed with Disposition Code #2 must be reviewed and re-evaluated to determine whether or not they may be destroyed sooner than the date indicated. Perhaps you can revise the current disposition instructions of your Records Control Schedule.

c. There should be no deposits with a Code #3. Records listed with Disposition Code #3 have no specific disposal date. It is essential that every item in the Center have a positive disposition instruction. Proposed file reviews in the distant future merely add to the burden of future Officers unfamiliar with the records in question and should be avoided.

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4. Several Offices have recalled many old deposits and the obsolete papers destroyed. Some deposits were re-packaged more efficiently for a considerable space saving. Internal Office coordinations have found and eliminated many duplicate files and records storages. Reviews with historians have clarified some records requirements and eliminated others.

5. Records Management Officers should remember that records "Disposition" means preservation as well as destruction, and that all records disposals must be in accordance with approved Records Control Schedules. The Records Management Officers will be expected to apprise their component Officials of that requirement and the fact that some component records become Agency Archives. The RMO's will need to aid Officials in amending the Schedules and completing records transfers to and from the Records Center.

6. The Records Analysts of my staff and personnel at the Agency Archives and Records Center are available to assist you in this review. The urgency of this review is well known to every Records Management Officer and the active support of Top Management will stimulate its accomplishment in each component. In order that I may complete my report to the DDS, your report on the results of action taken relative to each deposit from your components should be forwarded to me by



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CIA Records Administration Officer

Attachments:

1. DDS Memo of 22 March 1968
2. Listing of Records Deposits

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENTS